



ABOUT THE POSITION:

CLOSES:
Monday,
December 17,
2012 at 5 PM.

- Create and update customized maps or reports and provide cartographic advice to users
- Update database information and create map features
- Digitize input and import data associated with geographic features
- Conduct field studies as needed to gather or verify data
- Research and evaluate information relevant to GIS
- Perform spatial analyses
- Use GPS equipment for data collection
- Participate in maintenance of supplies required for system operation
- Assist other system users in accessing GIS applications

May be required to work shifts, weekends, and/or holidays.



- CalPERS Health Benefit and Dental City contribution up to \$1,265.64 per month (family)
- PERS 2% @ 55 Retirement: 100% City Paid
- Retiree Medical: \$250/month for eligible employees
- City Paid Vision and Long Term Disability
- Bereavement Leave: up to 40 hours
- Vacation: 11 days/year increasing after 5 years of service
- Sick Leave: 80 hours/year
- Floating Holiday: 10 hours/prorated
- Holiday Pay: 11 days
- On-site fitness center
- Tuition reimbursement: \$2,500/year



MINIMUM QUALIFICATIONS PRESENTLY:

Education:

- Requires a degree in geography, computer science or related field from an accredited four-year college or university and demonstrated experience in geographic information systems.
- Experience in municipal setting is preferred.

License:

- A valid California driver's license and an acceptable driving record is required at the time of employment.

Knowledge, Skills and Abilities:

- Must have thorough knowledge of the principles and practices of geographic information systems; working knowledge of database design, management and cartographic techniques; personal computer use and general maintenance of GIS equipment; and GIS software such as ArcGIS. Must be able to utilize appropriate data collection methods; organize and conduct various research studies; work independently and use good judgment; meet schedules and timelines; communicate in writing and verbally in a clear and concise manner; and be able to establish and maintain effective working relationships with others.

PHYSICAL DEMANDS AND WORKING CONDITIONS: While performing the duties of this job, the employee must stoop, balance, and kneel, and use arms, legs, and back to occasionally lift and/or move up to 25 pounds. The employee frequently stands, walks, and sits, and uses a telephone and personal computer with a VDT screen for extended periods of time. Work requires the ability to adjust focus and use hands and fingers to handle and maneuver objects.

NOTES: Verification of your college degree or official transcripts is required at time of employment. Failure to do so may be cause for disqualification or removal from the eligibility list. In addition, please note that an Agency Shop Agreement is in effect for this classification. As a condition of employment, payment of Union Dues or an Agency Fee is required.

HOW TO APPLY:

To be considered for this opportunity, please submit a completed City employment application and supplemental application by Monday, December 17, 2012 at 5 p.m. Facsimiles, photocopies, electronic mail and final filing date postmarks are not accepted.

All applicants will be reviewed and only those candidates whose background and experience best meet the needs of the department will be invited to participate further in the selection process. Candidates must successfully pass each step of the recruitment and selection process to be placed on the eligible list.

**Human Resources Office — City Hall
1400 Highland Avenue
Manhattan Beach, CA 90266**

Phone: (310) 802-5258

TDD: (310) 546-3501 (hearing impaired)

You can download a job announcement, City employment application, and supplemental application from our website at www.citymb.info or from the Human Resources Department.

The selection process may consist of the following components and exam weights:
Oral Interview (100%) and GIS Computer Software Exercise (evaluation only)

If you need special assistance in this recruitment process, please contact the Human Resources Technician at (310) 802-5253.

The City of Manhattan Beach does not discriminate. NOTE: A drug test will be administered as part of the pre-employment medical exam.

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